

# Position Description

**PD#:** AL10694

**Replaces PD#:**

**Position Sequence:** Varies **SUPERVISORY  
OPERATIONS SPECIALIST  
GS-0301-11**

**Installation:** Varies

**Major  
Command:** Varies

**Region:** Varies

**Citation 1:** OPM PCS Misc Admin & Program Series, GS-301, Jan 79

**Citation 2:** OPM PCS Recreation Spec Series, GS-188, Sep 79

**Citation 3:** OPM General Schedule Supervisory Guide, TS-123, Apr 98

**PD Library PD:** No

**COREDOC PD:** No

**Classified By:** LTC Stephen N. Wood

**Classification Date:** 12/14/00

**FLSA:** Exempt

**Drug Test Required:**

**CIPMS PD:** No

**Career Program:** 00

**Financial Disclosure  
Required:**

**Acquisition  
Position:** No

**Functional Code:** 00

**Requires Access to  
Firearms:** Varies

**Interdisciplinary:** No

**Competitive  
Area:** Varies

**Position Sensitivity:** Varies

**Target Grade/FPL:** 11

**Competitive  
Level:** Varies

**Emergency Essential:** Varies

**Career Ladder PD:** No

## Major Duties

Supervises a Recreational Delivery Operations Team made up of between 25-40 appropriated and non-appropriated fund personnel. Includes the planning, directing, and coordinating of all recreations operations staff as it relates to Recreation Delivery Services (RDS). Staff may include recreation specialists, recreation technicians, facility technicians, library staff, club staff, etc. Provides supervisory oversight to the Operations Team. Includes the planning, directing, and coordinating of all recreation facility operations (buildings, campgrounds, fields, pools, etc). Provides staff cross-training to ensure elementary skills development and specialized customer service support. Includes responsibility for the effective integration of the financial and physical resources of the recreation program within a Recreation Delivery System (RDS) setting.

Develops operating and staffing schedules for planned programs, in consonance with operating hours, plans and coordinates for set-up and execution of recreation programs. Prepares written staff coordination, organizes work of personnel assigned to carry out operations and events, prioritizing tasks to ensure efficient staffing is accomplished. Prepares cost analyses of the conduct of operations/events pertaining to each facility. Provides expertise to Operations Team. Prepares after action reports of special events. Continuously evaluates the effectiveness of ongoing recreation

operations, self-directed programs and operations from the standpoint of participant response, resources, unforeseen developments, and overall objectives in concert with Program Team. Coordinates with Program Team and Marketing Office on a continuous basis to ensure requirements are identified and provided for special programs as well as for on-going operations. Ensures maximum publicity efforts are accomplished to keep customers informed about operations schedules and capabilities.

35%

Ensures logistical support such as supplies, services and equipment needed to accomplish self-directed programs and events. Accounts for all funds involved and makes recommendations for improvements in funding and other support services. Develops and justifies to MWR Director/Division Chief all Major Construction Army (MCA), Non-Appropriated Fund Major Construction (NAFMC) projects including project scope, and Capital Purchase Minor Construction (CPMC) projects for funding. Assignments include annual APF and NAF budget development and execution, NAF NIBD and related variances, internal controls to protect funds, control expenses, and promote efficient procurement. Coordinates with Program Team to ensure that recreation requirements are integrated with operation plans.

35%

Plans work to be accomplished by subordinates, set and adjust short-term priorities, and prepare schedules for completion of work; assign work to subordinates based on priorities, selective consideration of the difficulty and requirements of assignments, and the capabilities of employees; evaluate work performance of subordinates; give advice, counsel, or instruction to employees on both work and administrative matters; interview candidates for positions in the unit; recommend appointment, promotion, or reassignment to such positions; hear and resolve complaints from employees, referring group grievances and more serious unresolved complaints to a higher level supervisor or manager; effect minor disciplinary measures, such as warnings and reprimands, recommending other action in more serious cases; identify developmental and training needs of employees, providing or arranging for needed development and training; find methods to improve production or increase quality of work directed; develop performance standards and ensure timely personnel management actions.

30%

Performs other duties as assigned.

NOTE: The grade of this particular position is not driven by the supervisory duties, therefore the GSSG was not used in grade determination. The actual grade of the position is based upon the application of the GS-188 grading standards. Based upon the duties and responsibilities inherent in this position, it is determined that it is a GS-11.

Factor 1, Knowledge Required by the Position, Level 1-7, 1250 pts.

Knowledge of a wide range of principles, concepts, and techniques of RDS operations such as would be gained through extensive experience in planning and conducting operations, specifically, RDS operations. Knowledge enables incumbent to plan and conduct a wide range of operations. Knowledge of activities' preferences and service needs that allows incumbent to develop and conduct a very large and diversified RDS operations for various specialty areas. Skill in the application and utilization of such knowledge in planning and carrying out RDS operations. Skill in developing new methods, approaches, and procedures for the most effective utilization of recreation

facilities. Skill in coordinating with Recreation Program Team to provide proper comprehensive programming and operations.

Factor 2, Supervisory Controls, Level 2-4, 450 pts.

The supervisor sets the overall objectives of RDS operations and provides consultant services as needed in planning and developing priorities and schedules, and determining how and when work is to be done and how resources will be allocated. Operations places heavy responsibility upon the incumbent to plan and carry out the many diverse activities involved, with unusual independence in the planning and the program operation stages. Incumbent is expected to plan, implement and administer all aspects of operations with considerable freedom except when highly controversial or unprecedented matters with far-reaching implications are involved. Completed and ongoing activities are reviewed for effective accomplishment of program objectives and for their contributions to the broader community recreation program.

Factor 3, Guidelines, Level 3-3, 275 pts.

While operations programs are covered by basic policies, procedures, and regulations, the size and diversity of RDS operations as well as the shift in emphasis to facility and non-facility based recreation delivery services, leads to operations that require creative and proactive approaches to overcome gaps in applicability of guidelines. RDS operations managed are the configuration and prototype model for U.S. Army implementation.

Factor 4, Complexity, Level 4-4, 225 pts.

The many different and unrelated processes, methods, and procedures relating to RDS operations requires incumbent to carefully manage for efficiency and effectiveness of operation plans, activities, and results. This includes intensive coordination with the Recreation Program Team. The volume and variety of activities not only represent an enhanced program of exceptional breadth and depth, but they must be planned and conducted in the face of several management and environmental elements associated with RDS operations that are integrated with program recreation under the recreation delivery system. This element further complicates facility management/operation responsibilities. Environmental considerations include such issues as: the presence of multiple customer components with differing demands upon recreation programs; regulations, and policies that may impact program planning and administration, the use of substantial numbers of validated volunteers, or similar issues significantly impacting environmental elements.

Decisions as to which facilities utilized will be undertaken involve determination of variations of possible approaches to the question of needs and priorities, the evaluation of incomplete or conflicting data regarding such matters as unusual social, community or financial circumstances and the continuing study of community interests and needs order to forecast and adjust RDS operations.

Work requires many decisions regarding the planning, implementation, and administration of many operations activities possible within the available resources, the interpretation of considerable data relating to program trends costs problems, an needs, and the refinement or modification of program methods and techniques such as those related to the organized activities of special interest groups.

Factor 5, Scope & Effect, Level 5-3, 150 pts.

Work involves the application of basic functional policies and procedures to problems, questions and situations arising in operations. These operations services provided to the community affects the overall efficiency of numerous activities on the base, and

contribute substantially to the health, welfare, and morale of the entire Ft. Monmouth Community.

Factor 6, Personal Contacts, Level 6-2, 25 pts.

Contacts are with the Director and Deputy Directory, MWR, Recreation Program Team, MWR Directorate activities, participants, base personnel, volunteers and staff, and the general public in moderately unstructured settings (conference or meeting), local business persons, members of local recreation organizations, local and state agency officials, and authorized civilian participants.

Factor 7, Purpose of Contacts, Level 7-2, 50 pts.

Contacts are for the purpose of assessing operational requirements to that of recreation operational needs and interests, planning for and providing RDS services, which are responsive to interests and needs, evaluating the results of activities, and handling exceptional problems. Contacts with permanent and contract staff, and volunteers are for the purpose of ensuring the effective utilization of their services in carrying out the various activities and services of facility operations. Contacts with the general public are for the purpose of negotiating for their participation and mutual cooperation in recreation activities, soliciting resources and services and obtaining cooperation in publicizing and promoting recreation activities through public media. Contacts with the Recreation Program Team are to ensure proper coordination of program objectives.

Factor 8, Physical Demands, Level 8-1, 5 pts.

Work requires some physical exertion, handling lightweight tools, equipment, and materials, and in organizing the physical environment for various projects, activities, and events. Overall, there are no special physical demands involved, as recreation aids are available for heavy work.

Factor 9, Work Environment, Level 9-1, 5 pts.

Program activities involve everyday risks or discomforts that require normal safety precautions. The work areas are adequately lighted, heated, and ventilated.

Total Points, 2,435  
Grade Conversion,

GS-11